



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **SUPERVISOR I, MECHANIC**  
Grade: 10

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Performs entry-level mechanic work. The Mechanic Supervisor has responsibility for supervising the servicing, repairing and maintenance of a wide variety of heavy duty automotive equipment in support of all the County Precincts. Work involves the diagnosis of defects and failures of equipment and the road testing and the checking of equipment after completion of repairs. The Mechanic Supervisor supervises a number of skilled and semi-skilled mechanics and other workers engaged in the repair of heavy motorized equipment.

### **EXAMPLES OF WORK PERFORMED**

Supervises the activities and performance of Heavy Equipment Mechanics, heavy equipment transportation drivers

Oversees the servicing, repairing, and maintenance of a variety of automotive equipment such as street sweepers, bulldozers, motor graders, frontend loaders, back hoes, excavators, and other special purpose county equipment

Supervises and assists in the repair, service and modification of heavy equipment of a specialized nature

Makes inspections of work perform, and road tests equipment to determine the further usability or repair needs of heavy equipment, as a review of the work performed by the mechanics

Determines the necessity for the replacement of parts and approves the issuance of same from the parts stock room

Maintains records of equipment repaired along with time spent on such equipment and by each Heavy Equipment Mechanic. Will develop and prepare cost and other repair reports as required

Assigns jobs to Heavy Equipment Mechanics according to their training and capability, and to extent of repairs to be done as determined from work orders received or from inspection of the equipment

Maintains a schedule for preventative maintenance on all equipment providing for lubrication, replacement or tires or other parts and tune ups

Performs other related work as required or as assigned

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## **EXPERIENCE AND EDUCATION**

Associate's Degree

Two (2) years of automotive mechanic experience in the repair of automotive and motorized equipment. One (1) year of which must have been specifically involved in the repair of trucks or other heavy equipment.

Supervisory experience is preferred but not required

Two (2) years of related experience may be substituted for one (1) year of education

## **CERTIFICATES, LICENSES AND REGISTRATION**

May require a certification from the National Institute of Automotive Service Excellence

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the construction, design, assemble, and maintenance of a wide variety of special purpose heavy equipment

Considerable knowledge of tools and equipment needed for the overhaul, repair, and maintenance of heavy automotive equipment

Considerable knowledge and high degree of skill in diagnosis of trouble reported on the various pieces of equipment

Considerable knowledge of heavy equipment hydraulic systems, electrical systems and schematics, transmissions, articulators, and diesel engines

Ability to keep records of repairs, time and parts used for the servicing of heavy, special purpose automotive equipment, and to make related reports

Ability to assign and supervise the work of a group of Heavy Equipment Mechanics and related support staff

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations